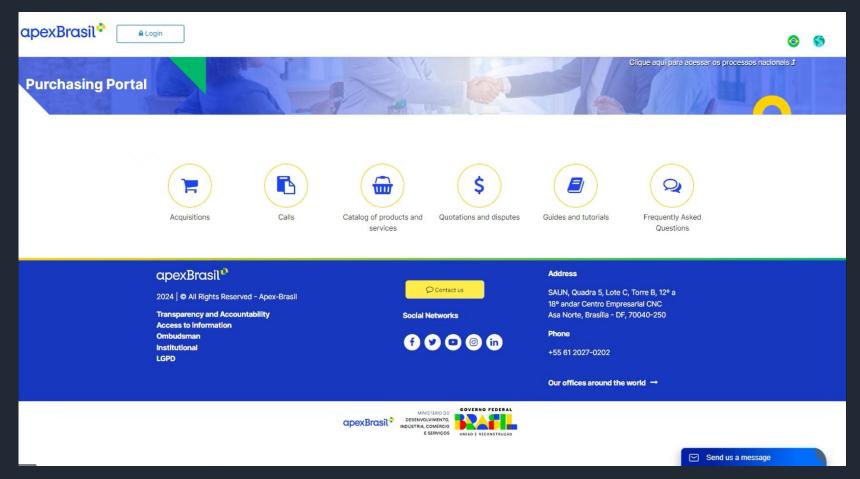


ApexBrasil Purchasing Portal

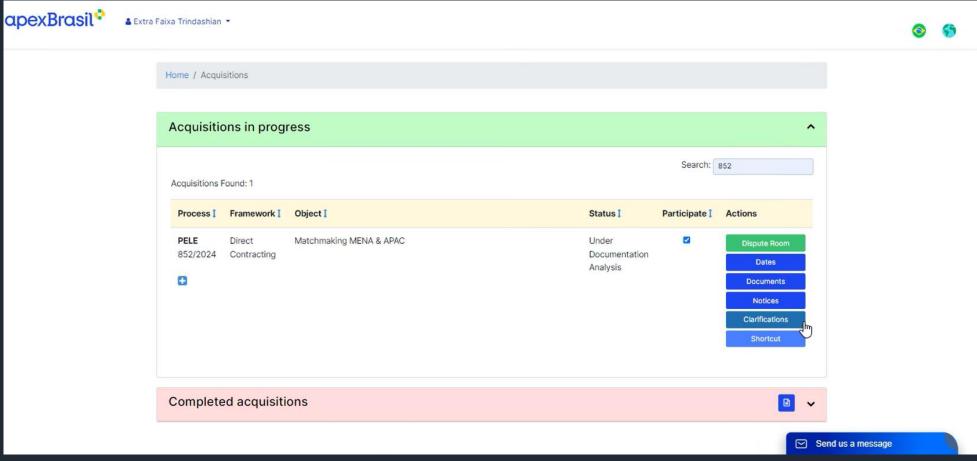
Tutorial | Plataform registration



• Enter the ApexBrasil Purchasing Portal website at compras.apexbrasil.com.br/eng







- Log in to the platform and find the process you are interested in
- To send questions or queries about a specific process, click on *Clarifications*



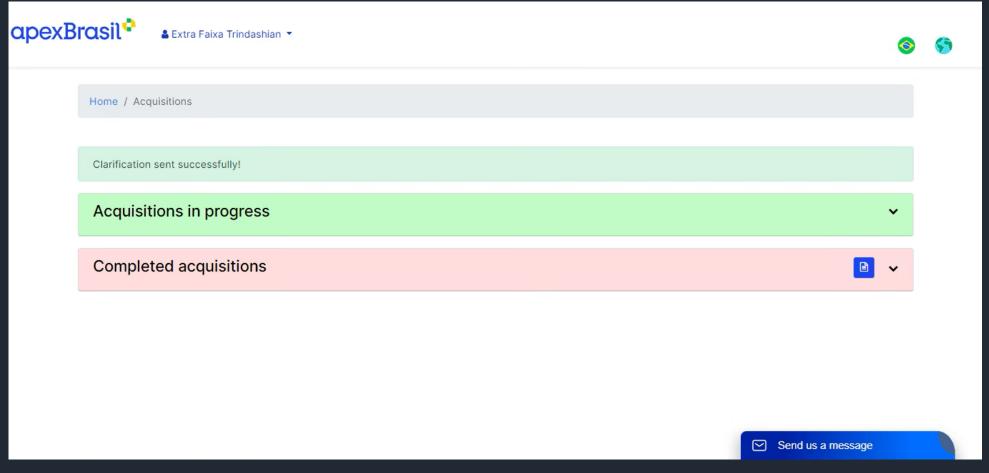


Clarifications | 852/2024 × Clarifications: Hello, I have some questions regarding the process: what is the difference between guides and tutorials? Document Description: Choose File No file selected Send 4

- Write your question, and attach a file if you wish
- To send more than one file, send a new clarification



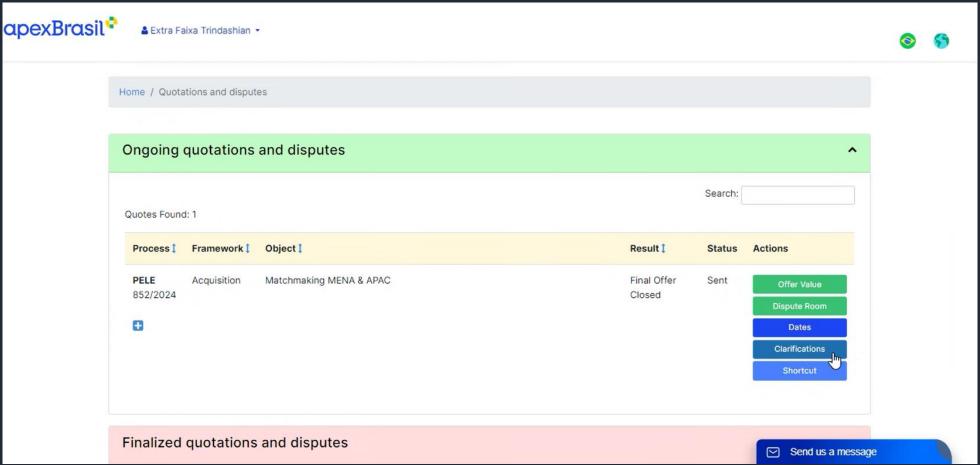




• After sending the clarification, you will be notified, as seen in the green message at the top



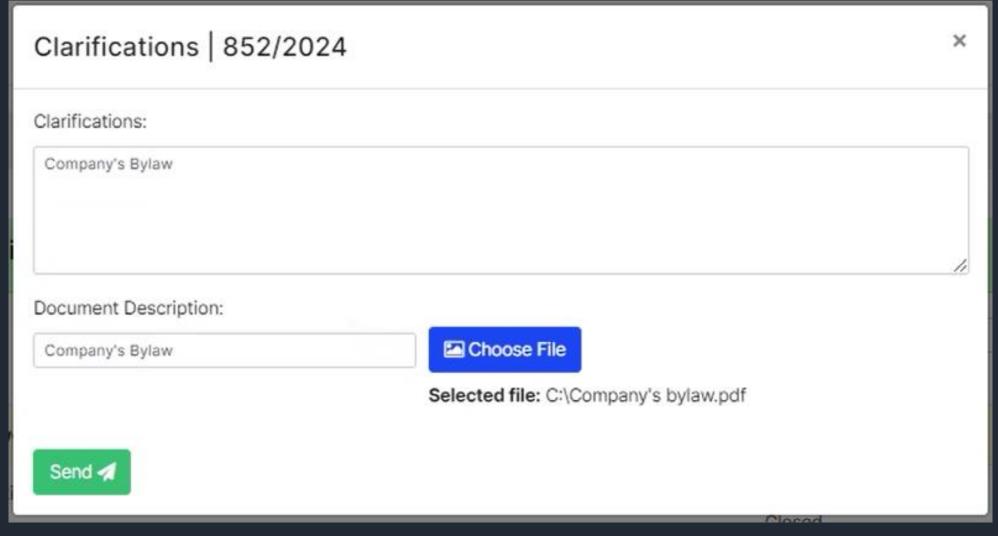




• It is also possible to send clarifications in the *Quotations and disputes* tab



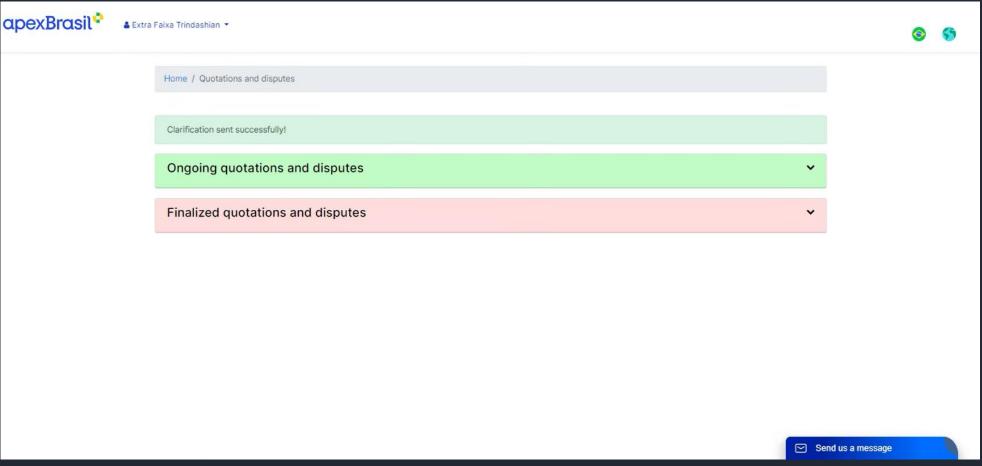




• If you need to send any additional documents, such as a bylaw, do it here



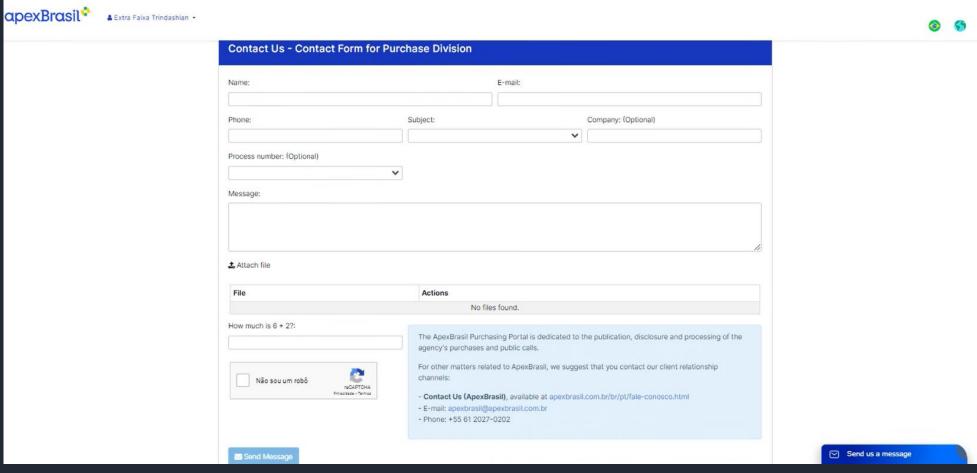




• After sending the clarification with the documentation, you will be notified, as seen in the green message at the top



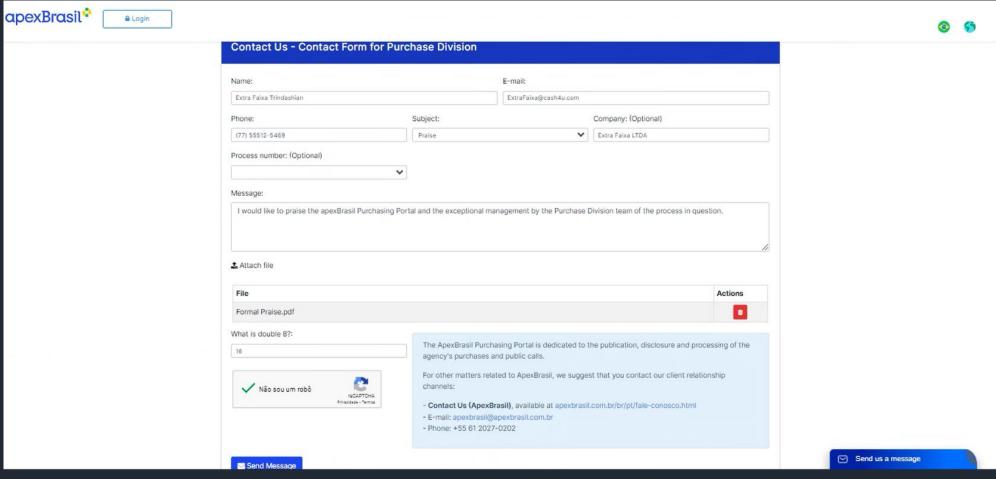




• For general questions related to the Purchasing Portal, use our **Contact Us** page



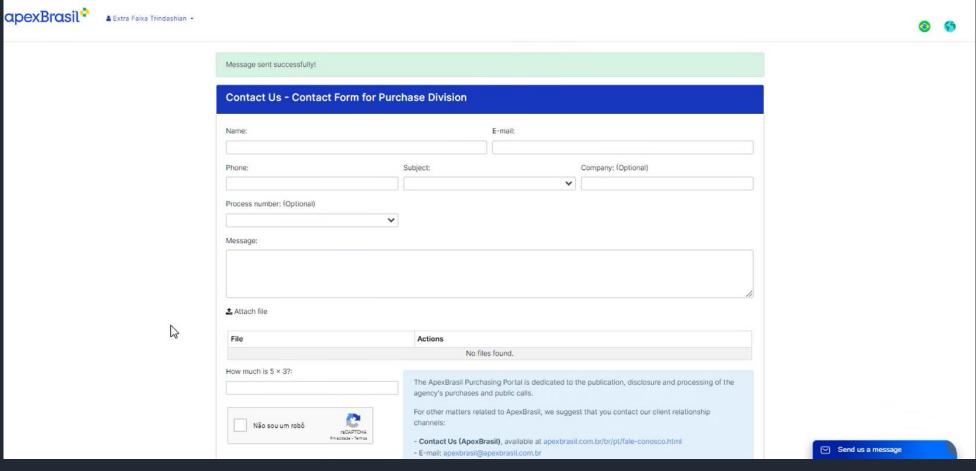




- There is no need to log in to send your message
- If you want to contact ApexBrasil for other matters, use the channels disclosed in the blue box



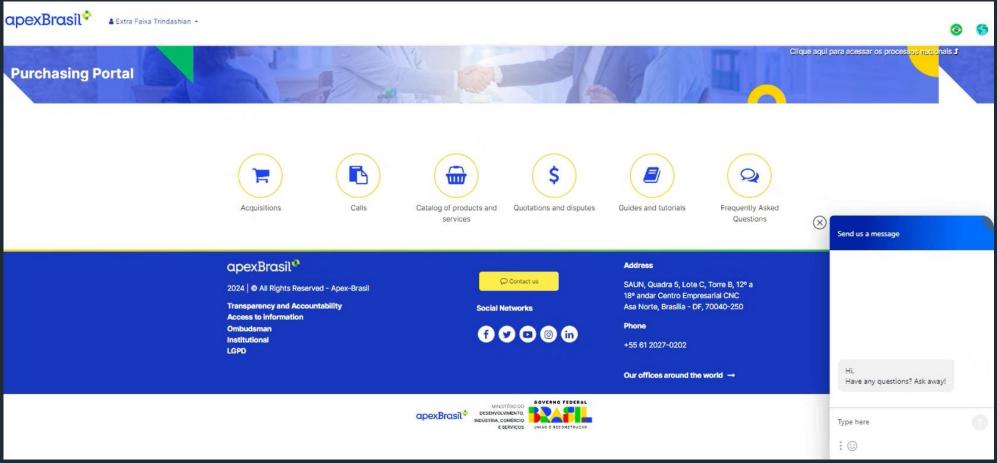




• After sending your message, you will be notified, as per the green message at the top



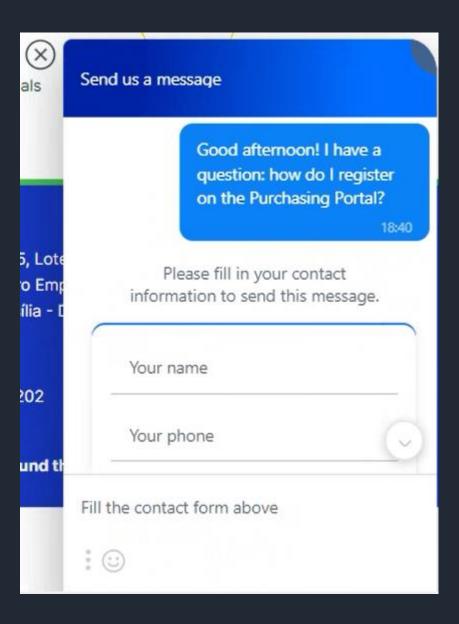




• To quickly speak to our team, use JivoChat in the bottom right corner



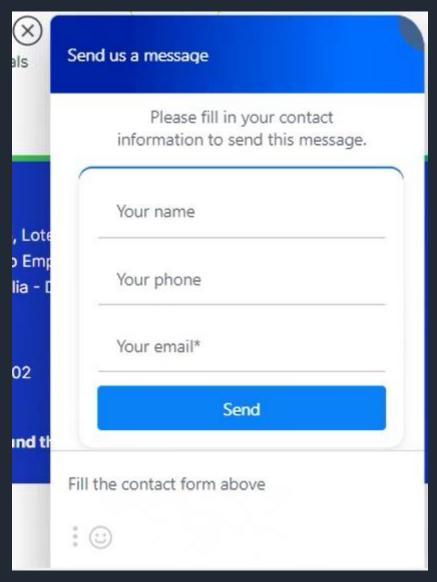




• Send your message



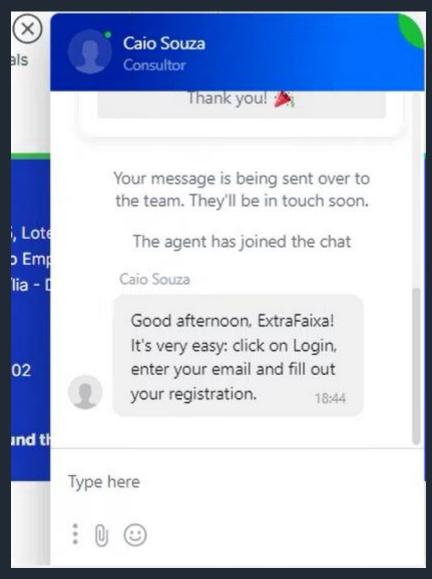




• Fill your contact so we can respond to you







• Check the answer here, or if you leave the chat, we will send the answer to the e-mail provided

